5 FAH-1 H-220
PRECEDENCE DESIGNATORS/ADDRESSEES

(TL:CH-6;   04-21-2003)
(Office of Origin: IRM/APR/RG)

5 FAH-1 H-221 GENERAL

(TL:CH-6;   04-21-2003)

a. The Department uses five standard precedence designators in accordance with National Communications System standards:

(1) FLASH;

(2) NIACT IMMEDIATE;

(3) IMMEDIATE;

(4) PRIORITY; and

(5) ROUTINE.

b. Use precedence designators on telegrams to indicate the processing order. FLASH telegrams are always handled first, NIACT IMMEDIATE next, followed by IMMEDIATE, PRIORITY, and ROUTINE last. The action precedence describes relative urgency of the telegram to the action addressees; the information precedence does the same thing for the information addressees. The precedence assigned to information addressees may not be higher than the one assigned to action addressees. Since the subject matter determines how urgent a telegram is, routine material with imminent deadlines must not be upgraded to a higher precedence simply to expedite the material. **NOTE:** The timeliness of the subject and the subject matter, together, determine the appropriate precedence to be assigned. When telegrams are processed, a DTG is assigned then and never changes.

c. FLASH or NIACT IMMEDIATE designators require that communications personnel be notified to reopen the Communications Center to receive the telegram if the center is closed *and require the post's Duty Officer to come in to take the necessary action;* so carefully evaluate the urgency of a message when assigning precedence designators. The use of FLASH and NIACT IMMEDIATE precedence must be justified in the first paragraph of the text of the message.

d.   FLASH or NIACT IMMEDIATE precedence shall not be assigned to information addressees.

5 FAH-1 H-222 TYPES OF PRECEDENCE DESIGNATORS

5 FAH-1 H-222.1 FLASH

(TL:CH-6;   04-21-2003)

a.   The FLASH designator is reserved for an urgent telegram transmitting vital information regarding foreign relations and emergencies that requires instant action by the addressee regardless of the time of day or night. If a detailed message requires FLASH handling, briefly summarize highlights in a few sentences and follow up with details in a lower precedence telegram. FLASH requires acknowledgement of receipt by every post or station that handles the cable enroute to the ultimate destination. In addition, it requires acknowledgement with time of receipt by the receiving post to the originating post.

b.   The following examples demonstrate the use of the FLASH precedence:

From the Department:
FM SECSTATE WASHDC
TO PARIS, FLASH
ROME, FLASH
BERLIN, FLASH

From Post:
FM AMEMBASSY PARIS
TO SECSTATE WASHDC, FLASH
AMEMBASSY ROME, FLASH
AMEMBASSY *BERLIN*, FLASH

5 FAH-1 H-222.2 NIACT IMMEDIATE

(TL:CH-6;   04-21-2003)

a.   NIACT IMMEDIATE telegrams are extremely urgent telegrams that require reopening of communication channels after duty hours.   This designator must not be used for information addressees.   All NIACT IMMEDIATE telegrams must contain a paragraph labeled "NIGHT ACTION REQUIRED." NIACT IMMEDIATE telegrams require acknowledgement to the originating post with time of receipt by the receiving post.

b.   On a short telegram this designator should be the first paragraph and on a longer telegram this paragraph must specify the following:

(1) What NIACT ACTION is required;

(2) Why action cannot wait until the opening of business the next working day; and

(3) Who in the Department or at addressee post is expected to take action.

c.   Whenever possible, drafting officers should draft this paragraph in an unclassified manner so that the senior watch officer in the Department or the duty officer at post may discuss action required over an open line *after receiving the telegram from the communications center*.

5 FAH-1 H-222.3 IMMEDIATE

(TL:CH-4; 07-31-2002)

IMMEDIATE telegrams transmit important matters requiring immediate attention or action. The subject matter does not warrant recalls after normal working hours but must be among the first items processed on the next business day.

From the Department:
FM SECSTATE WASHDC
TO AMEMBASSY TOKYO, IMMEDIATE
AMEMBASSY SINGAPORE, IMMEDIATE

From Post:
FM AMEMBASSY CAIRO
TO SECSTATE WASHDC, IMMEDIATE
AMCONSUL DUBAI, IMMEDIATE

5 FAH-1 H-222.4 PRIORITY

(TL:CH-4; 07-31-2002)

a.   Priority telegrams require quick action and prompt delivery over routine telegrams. The PRIORITY designator is the highest precedence designator for most telegrams requiring fast delivery.

b.   Priority telegrams are received during working hours.

c.   Use in the same manner as "IMMEDIATE," substituting the word "PRIORITY."

5 FAH-1 H-222.5 ROUTINE

(TL:CH-4; 07-31-2002)

ROUTINE telegrams are not urgent enough to justify a higher

precedence designator. Most telegrams fall in this category for delivery without delay. In the Department, use the "ROUTINE" designator only once in the precedence field. Posts abroad do not use a precedence designator for routine telegrams.

From the Department:
FM SECSTATE WASHDC
TO AMEMBASSY PARIS, ROUTINE
AMEMBASSY ROME
AMEMBASSY LONDON

From Post:
FM AMEMBASSY PARIS
TO SECSTATE WASHDC

5 FAH-1 H-223 ADDRESSING TELEGRAMS

5 FAH-1 H-223.1 Single-Address Telegram

(TL:CH-4;   07-31-2002)

a. Address telegrams to action or information addressees. Addressees vary and are used in conjunction with precedence designators to prioritize. Prepare telegrams using one of the following address types:

(1) To Post from the Department—enter the name of the post in the "Action Addressee" field.

(2) To the Department from Post or Between Posts—Address telegram to "SECSTATE WASHDC"; to another post, use the appropriate telegraphic form, i.e., AMEMBASSY, AMCONSUL, etc.

b. See 5 FAH-1 H-223 Exhibit-H-223.1 for a sample single-address telegram.

5 FAH-1 H-223.2 Multiple-Address Telegram

(TL:CH-4;   07-31-2002)

a. Use a multiple-address telegram to send to two or more addressees, who may consist of a combination of action or information addressees (see 5 FAH-1 H-223 Exhibit H-223.2).

b. In the Department, enter the names of action and information posts in "Action Addressee" or "Information Addressee" field, as appropriate.

c. At post, use the telegraphic form for all action and information addressees.

5 FAH-1 H-223.3 Military Addressees

(TL:CH-4;   07-31-2002)

a.   From the Department, enter only the authorized military addresses from the list in the Communications Center, IRM/OPS/MSO/MSMC, in the action/information fields of the telegram. Other military addresses must be listed on a separate page (white bond) requesting that IRM/OPS/MSO/MSMC treat as "additional addressees."

Example: USCINCEUR VAIHINGEN GE//P403/P401//PRIORITY

b.   At post, the attention indicators, internal office distribution symbols, and identification indicators on military formatted telegrams may be placed as a part of the address in accordance with military procedures. However, two oblique symbols (//) must separate the addressee and office symbols and appear after the indicator symbols (contact the post IPC for guidance). This requirement allows both Defense Communication System (DCS) and Diplomatic Telecommunication Service (DTS) formats through automated communications switching centers.

5 FAH-1 H-223.4 Collective Addresses (Collectives)

(TL:CH-4;   07-31-2002)

a.   The collective address telegram is a message that transmits information to specific groups of posts or all posts worldwide under a single address. This eliminates a long list of addressees. **NOTE:** Do not repeat a telegram to an addressee that was included under the designated collective. All collective addresses from the Department and post must be taken from the approved list of Department collectives.   Contact IRM/OPS/MSO/MSMC/CIB, Help Desk for a current list of collectives.

b.   To request that a collective be established, send written justification, a recommended list of addressees (the minimum number of addressees to establish a Department collective is 12), a suggested name/title, and a five-letter acronym that designates Department collectives to the authorizing bureau for approval. Explain why a collective on the current list is not suitable and state specifically what the proposed collective will be used for. After authorization from the bureau, the request will be forwarded to the Chief of the Communications Center (IRM/OPS/MSO).   If a proposed collective contains a SEP post, approval is required from that post's parent geographic bureau prior to its addition to the collective.

c.   Drafters may set up templates to create addressee patterns to use on a continuing basis. This would apply to addressee patterns that do not qualify for the minimum (12) addressees to establish a collective.

d.   If IRM/OPS/MSO approves the request, the originating office is responsible for drafting a telegram notifying the posts involved in the proposed collective. Include in the telegram what the collective will be used for, including the average amount of telegraphic traffic the collective will generate. Also state in the telegram that "all posts listed above have 10 working days to respond to the originating office if they do not wish to be included in the collective." Be sure to include IRM/OPS/MSO in the clearance process.

e. To request that a collective be amended (adding/deleting addressees), the requesting post must notify the respective bureau for approval. If the request is authorized, the bureau will notify IRM/OPS/MSO by memorandum requesting that the collective be amended.

f.   A collective must precede all other listed posts in both action and information fields. The collective SPECIAL EMBASSY PROGRAM must be spelled out.

Example: IMMEDIATE ALDAC, SPECIAL EMBASSY PROGRAM

g.   Modify collectives from the Department by deleting certain posts from the assigned address. To exempt a post from a collective, use XMT and list the post(s) to be deleted.

Example: IMMEDIATE ALDAC, XMT PARIS, LONDON, ROME

5 FAH-1 H-223.5 Pouch Mail Addresses

(TL:CH-4; 07-31-2002)

a.   Telegrams may be sent from the Department by pouch. List each pouch addressee on the action or information line preceded by ZEN. If more space is needed, place additional action or information addressees on a separate sheet of bond paper. **NOTE:** IRM/OPS/MSO/MSMC will only pouch telegrams to posts on minimize. Drafters who want to pouch telegrams to collective addresses or other field posts are responsible for preparation and delivery to their mailroom for onward transmission.

b.   Do not send telegrams by pouch from post to the Department or between posts, unless special arrangements have been made. After special arrangements, place the word "POUCH" immediately after each pouch addressee.

Example: ZEN/CAIRO POUCH ZEN/TEL AVIV POUCH

5 FAH-1 H-223.6 Special Addresses

(TL:CH-4; 07-31-2002)

a.   Prepare single-address telegrams to AIT TAIPEI by placing "AIT TAIPEI" in the action field.   Unless the telegram is drafted by

AIT/WASHINGTON, do not include "FROM AIT/WASHDC" on the address or caption line. Telegrams from AIT/WASHINGTON will be from SECSTATE WASHDC, but will show the attention indicator "FROM AIT/W" on the captions line. See 5 FAH-1 H-215.2-2 for proper clearance procedures.

b. Send telegrams for AIT KAOHSIUNG to AIT TAIPEI with the attention indicator "FOR AIT KAOHSIUNG" in the caption field.

c. If AIT TAIPEI is one of more than two action or information addressees, enter as: AIT TAIPEI FROM SECSTATE.

d. Use Form OF-18, *Telegram Repeat Request,* to repeat a telegram to additional addressees (see 5 FAH-1 H-214).

5 FAH-1 H-224 THROUGH H-229 UNASSIGNED

5 FAH-1 H-223 Exhibit H-223.1
SINGLE-ADDRESS TELEGRAM—DEPARTMENT

(TL:CH-4; 07-31-2002)

```
                                          DRAFT:   JMD
                                          CLR1:    EFS
                                          CLR2:    KTC
                                          CLR3:    MDG

UNCLASSIFIED

IRM/APR/RG:JMDOE:JDF
11/30/02  (202) 647-0000
IRM/APR:HSBLOOM

IRM/APR/IAP:EFSONG    IRM/OPS/MSO:KTCATCH
IRM/OPS/CST:MDGOOD

ROUTINE LUSAKA


IM CHANNEL

E.O. 12958:  N/A

TAGS:  AINF

SUBJECT:  OUTGOING SINGLE-ADDRESS TELEGRAMS

REF:  A. LUSAKA 04041 B.  STATE 124678

1.  THIS EXHIBIT SHOWS A SINGLE-ADDRESS UNCLASSIFIED
TELEGRAM WITH A ROUTINE PRECEDENCE INDICATOR.  FOLLOW THE
INSTRUCTIONS IN 5 FAH-1 H-223.1 FOR PREPARING THE SINGLE-
ADDRESS TELEGRAM. ENTER THE RELEVANT INFORMATION IN THE
VARIOUS FIELDS IN ACCORDANCE WITH 5 FAH-1 H-235, FORMATTING
TELEGRAMS.

2.  TYPE TEXT IN BLOCK STYLE, TWO LINES BELOW THE SUBJECT OR
REFERENCE LINE.  NUMBER PARAGRAPHS CONSECUTIVELY.  BE SURE
TO ADD THE END OF TEXT SYMBOL (YY) TO INDICATE THAT NO MORE
TEXT FOLLOWS.  OBTAIN PROPER CLEARANCE AND APPROVAL BEFORE
FORWARDING TO THE COMMUNICATIONS CENTER FOR PROCESSING.

3.  DIRECT QUESTIONS TO IRM/OPS/MSO/MSMC/CIB AT 202 647-
8845.  YY
                                          UNCLASSIFIED
```

5 FAH-1 H-223 Exhibit H-223.2 MULTIPLE-ADDRESS TELEGRAM— DEPARTMENT

(TL:CH-4; 07-31-2002)

```
                                        INITIALS
                                        APPR:    HSB
                                        DRAFT:   JMD
                                        CLR1:    EFS
                                        CLR2:    KTC
                                        CLR3:    MDG

UNCLASSIFIED

IRM/APR/RG:JMDOE
11/30/02  (202) 647-0000
IRM/APR:HSBLOOM

IRM/APR/RG:EFSONG    IRM/OPS/MSO/MSD:KTCATCH
IRM/OPS/CST:MDGOOD

PRIORITY LONDON, TUNIS PRIORITY, BONN PRIORITY
WELLINGTON, BRUSSELS
(Blank line between TO and Info addressees)
PRIORITY LUSAKA

IM CHANNEL

E.O. 12958:  N/A

TAGS:  AINF

SUBJECT:  PREPARING MULTIPLE-ADDRESS TELEGRAMS
REF:  TUNIS 2001

1.  THIS EXHIBIT SHOWS THE PROPER FORMAT FOR PREPARING A
MULTIPLE-ADDRESS TELEGRAM TO TWO OR MORE POSTS.

2.  ENTER THE APPROPRIATE PRECEDENCE DESIGNATORS FOR THE
FIRST ACTION AND THE FIRST INFORMATION ADDRESSEES IN THE
ACTION AND INFO PRECEDENCE FIELDS.  PRECEDENCE DESIGNATORS
HIGHER THAN "ROUTINE" MUST BE REPEATED AFTER EACH ADDITIONAL
POST.

3.  FOLLOW INSTRUCTIONS IN 5 FAH-1 H-223.2 FOR THE MULTIPLE-
ADDRESS TELEGRAM AND 5 FAH-1 H-230 FOR TELEGRAM GENERAL
PREPARATION INSTRUCTIONS.

4.  BE SURE TO OBTAIN PROPER CLEARANCE AND APPROVAL BEFORE
FORWARDING TO THE COMMUNICATIONS CENTER FOR PROCESSING.
DIRECT QUESTIONS TO IRM/OPS/MSO/MSMC AT 202 647-8845.  YY
                                        UNCLASSIFIED
```